

MANDEVILLE CONSERVATORY OF MUSIC PTE LTD
NOTICE OF LESSON TERMINATION

DATE OF SUBMISSION: _____

NAME (Student): _____

PAYEE'S NAME: _____
(for refund, if any)

ADDRESS: _____

PHONE & EMAIL: _____

COURSE / DAY / TIME: _____

TEACHER: _____

REASON OF TERMINATION: _____

ATTENTION: MANDEVILLE CONSERVATORY OF MUSIC

We are giving one month's advance notice to the school that the above student will be withdrawing from his/her lessons and his/her last lesson will be on _____

Signature (Student/Parent/Guardian)

Staff's initial / Date

FOR OFFICIAL USE

- STATUS UPDATE / COURSE DETAILS
- ADVANCE FEE STATUS
- BOOKING / STUDIO RESERVATION
- TEACHER INFORMED
- SCHEDULE: END DATE / INDICATION
- TERMINATION LIST
- NEW SYSTEM
- STUDENT PORTAL